ACTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING 68 WINDSOR AVENUE, ACTON MA 01720 **MINUTES** December 9, 2008

Present:

Ken Sghia-Hughes, Nancy Kolb, Dennis Sullivan and Robert Whittlesey

Absent:

Bernice Baran

Also Present: Kelley Cronin, Howard Gordon

Mr. Whittlesey called the meeting to order at 6:30 p.m.

- Ms. Kolb made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to: Approve the minutes of the November 25, 2008 meeting.
- Ms. Cronin reported that Steve Steinberg had donated \$9,000 to local agencies for 2. food vouchers. Donelan's Supermarket contributed an additional \$1,000 and the vouchers can be used to purchase food and household goods at Donelan's. The Housing Authority received \$4,000 in vouchers and the Council on Aging and Acton Food Pantry received \$3,000 each. The AHA will distribute the vouchers at the holidays.
- Howard Gordon, the Accountant for the AHA, presented the budget for 2009. 3. After discussion with the Board Mr. Sghia Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:
 - Submit the budget as presented. The State-Aided 689 Housing program showing Total Revenue of \$31,256 and Total Expenses of \$28,351 there by requesting a subsidy of \$0, the State-Aided MRVP Housing Program showing Total Revenue of \$3,000 and TotalExpenses of \$89,943 there by requesting a subsidy of \$87,500, and the State-Aided 400-1 Housing Program showing Total Revenue of \$518,963 and Total Expenses of \$717,678 there by requesting a subsidy of \$177,255.
- Ms. Kolb made a motion which was seconded by Mr. Whittlesey and 4. unanimously voted in the affirmative to:
 - Approve the Executive Director's contract for a term of one year, beginning January 1, 2009, at an annual salary of \$64,785.
- 5. The Board discussed reimbursing the staff and the Housing Authority for time spent getting the three new condominium units on line. The Board agreed to use \$11,000 in funds from the Family Housing Initiative to pay for staff compensation and to reimburse the Housing Authority for staff time.

6. The Board discussed the meeting schedule for the 2009 Calendar year and agreed to meet once/month instead of twice/month.

The Board discussed Sachem Way development. The Board decided to pick a date to have the Engineer walk the site with the neighbors and inform the neighbors by written invitation regarding the date and time.

Ms. Cronin updated the Board on the meeting with Concord Road neighbors, the Town Manager, Board of Selectmen Chair, and Eliot House staff.

The meeting was adjourned.

Respectfully Submitted,

Kelley A. Cronin, Executive Director

		Extract (Rev:0)	
	Regular		Meeting
		ton Housing Authority	
	Date: 12/9/20	008 Time: 6:30	Debent Whittleson / (3/ 1/2)
nbers Present : Ke	en Sghia-Hughes	s, Dennis Sullivan	, Robert Whittlesey (Ranking)
mbers Absent: Be	ernice Baran		
ners Present: Ke	elley Cronin		
nual Operating Bud	lget for State-Aided Hou	ising Fiscal Year: 2009	
te-Aided 00/667/705/689/MR 518,963.00 and To the Department of I	RVP), Program Number otal Expenses of \$ 717,	Housing of the Acton H 400-1 for Fiscal Year Endir 678.00, there by requesting Development for its review a	that the proposed Operating budget for lousing Authority (Chapter ng 12/31/2009 showing Total Revenue of a subsidy of \$ 177,255.00 be submitted and approval. Dennis Sullivan to 7
		Certified as a true and said meeting and on file	correct copy of a resolution adopted at e and of record by:
		1 2000 11	Acton
		Secretary	Housing Authority
	(CEAL)	12.	9.08
	(SEAL)	Budget Certification	Date of Certification
State-Aided Public eceive financial co e attached Budge /e, the undersigne ad the quarterly c 30-1. We also act	Housing programs as sempensation for more that establishes funding for advantage of the operating statements for knowledge that we will repropriate statement be fy that no relationships of the compensation of the operation of t	et forth by DHCD. No person an one position. In addition, to r the requested Budget Year. e Acton Housing Authority fur the previous quarters of the eceive and will read the year elow:	hat may apply to the Administartion of or persons employed at the Authority of the best of the Authority's knowledge, ther certify that we have received and then current fiscal year for Program No. end statements for Program No. 400-1. or other staff member of the Acton
We further certification Housing Author	ly that no relationships of the other than those disc	of staff to any board member closed on an attachment here	or other staff member exist at the <u>Acton</u> to.
Ken A	2		
Secretary, Ex Offic	io	Ω .	B. White
		Chairman	
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ned this9+	h day of <u>De</u>	ecember 2008	
ned this 9t	h day of <u>De</u>	ecember 2008 DHCD Approval	

Specifics of the approval are contained in the attached approval letter to the local housing authority and as shown in the electronic budget request.

y:	 	Date :	•

epartment of Housing and Community Development

1252.

	Housing And Finance Information System	
	Extract (Rev: 0) Regular Meeting	
	(regular/special)	
	Acton Housing Authority Date: 12/9/2008 Time: 6:30pm	V-11
Members Present :	()476	السام
Members Absent :	Bernice Baran	
Others Present :	Kelley Cronin	
Annual Operating Bu	Budget for State-Aided Housing Fiscal Year: 2009	
2000/667/705/689/M of \$ 3,000,00 and	moved that the proposed Operating budget for Housing of the Acton Housing Authority (Chapter MRVP), Program Number MRV-P for Fiscal Year Ending 12/31/2009 showing Total Revenue to Total Expenses of \$ 89,943.00, there by requesting a subsidy of \$ 87,500.00 be submitted to Housing and Community Development for its review and approval. Dennis Sulliseconded upon roll-call, was passed by a vote of	
	Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:	
	Waray Cal Actor	
	Secretary Acton Housing Authority	7.2
	(SEAL) Date of Certification	
190	Budget Certification	
Authority's knowl We, the undersig read the quarterly MRV-P. We also MRV-P.	receive financial compensation for more than one position. In addition, to the best of the veledge, the attached Budget establishes funding for the requested Budget Year. Igned board members of the Acton Housing Authority further certify that we have received and rely operating statements for the previous quarters of the then current fiscal year for Program No. so acknowledge that we will receive and will read the year end statements for Program No.	
We further ce Housing Auth	ne appropriate statement below: certify that no relationships of staff to any board member or other staff member of the <u>Acton</u> certify exist. certify that no relationships of staff to any board member or other staff member exist at the <u>Acton</u> certify that no relationships of staff to any board member or other staff member exist at the <u>Acton</u> thority other than those disclosed on an attachment hereto.	
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Secretary, Ex Of	Officio De B. White	
	Chairman	
	Millian	
	Danay Kul	
	ZAJOR	
Signed this 9th	day of <u>December</u> 20.08	
	DHCD Approval	
Specifics of the	Budget submission is APPROVED in accordance with M.G.L Chapter 121B as amended. e approval are contained in the attached approval letter to the local housing authority and as electronic budget request.	
By :	Date :	

Department of Housing and Community Development

	Housing And F	xtract (Rev		
	Regular	2	Med	eting
		(regular/specia		
		n Housing At		
nbers Present : Ke	Date: 12/9/2008 n Sghia-Hughes,	Time Dennis Su	: <u>6:30pm</u> ıllivan, Rober	et Whittlesey Marky Ko
mbers Absent: Be:				
ers Present: Ke	lley Cronin			
nual Operating Budgetion Ken Sghia	et for State-Aided Housin -Hughes		moved that the pro	posed Operating budget for
te-Aided	P), Program Number 68	19-1 for Fiscal on the formal for its reviews.	ew and approval. De	ionity (Chapter 109 showing Total Revenue of 0.00 be submitted to the nnis_Sullipeonaded the
	2	Certified as a		y of a resolution adopted at cord by:
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	SEAL) .	-	12.9.08 Date of Cer	
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receive financial cor the attached Budgel We, the undersigner read the quarterly of 689-1. We also ack	npensation for more than establishes funding for to d board members of the perating statements for the nowledge that we will reconstruct to provide the statement bold	the requested But Acton Housing And previous quareceive and will res	addet Year. Authority further certify ters of the then curred the then curred the then curred the year end stater	that we have received and in its for Program No. 689-1.
Housing Authori	he aviat	staff to any boa	rd member or other st	aff member exist at the <u>Acton</u>
Secretary, Ex Offici	0		A. B.	1. D 10.
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shown in the electronic budget request.

Ву:	Date :	

Department of Housing and Community Development